

STATE OF LOUISIANA  
SECRETARY OF STATE

W. FOX McKEITHEN  
SECRETARY OF STATE

HELEN J. CUMBO  
ADMINISTRATOR



Commercial  
(225) 925-4704

Administrative Services  
(225) 925-4704

Fax  
(225) 925-4726  
(225) 922-0435

**TRANSMITTAL INFORMATION  
For All Business Filings**

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

W. Fox McKeithen  
Secretary of State



**DISCLOSURE OF OWNERSHIP**  
(R.S. 12:25 E, 12:205 E and 12:304 A (II))

Enclose \$20 filing fee  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

State of \_\_\_\_\_ Parish/County of \_\_\_\_\_

**BEFORE ME**, the undersigned Notary in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that:

\_\_\_\_\_  
Corporation Name

is contracting with the state and listed below are the names and addresses of all persons or corporate entities who hold ownership interest of five percent or more in the corporation or who hold by proxy the voting power of five percent or more in the corporation and, if anyone is holding stock in his own name that actually belongs to another, the name of the person for whom held, including stock held pursuant to a counter letter.

1. Persons or corporate entities owning 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

2. Persons or corporate entities who hold by proxy the voting power of 5% or more:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

3. Stock held for others and for whom held:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
For Whom Held Address

Sworn to and subscribed before me, the undersigned Notary Public, on this date: \_\_\_\_\_

\_\_\_\_\_  
Corporation Representative

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

1. This form is be used when an existing corporation intends to contract with the state. This requirement does not apply to non profit corporations organized on a "non stock" basis, any agreement entered between the state and a corporation for electric or gas service, publicly traded corporations, or state chartered banks.
2. You will receive a copy marked "received and filed" by the Secretary of State. You may furnish a photostatic copy of the "filed" form to the appropriate state agency.